

	WISCONSIN EMERGENCY MANAGEMENT	
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	Subject/Description:	Instructor Qualifications & Guidelines
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	Approved By:	Brian M. Satula, Administrator

POLICY: Instructor Qualifications & Instructional Guidelines

I. PURPOSE

The Wisconsin Emergency Management Training program has been a focus for many first responders and preparedness partners looking to expand their knowledge and capabilities. It is the goal of Wisconsin Emergency Management to ensure that the highest quality instructors are provided to those taking our classes along with providing uniformity in training throughout the state.

II. REPORTING REQUIREMENTS

The requirements of this procedure pertain to those individuals that are contracted to work for the Training and Exercise section of Wisconsin Emergency Management (WEM) and provide course instructions. Oversight and reporting requirements identified in this policy are assigned to the Supervisor of the Training and Exercise section.

III. PROCEDURES

To become an instructor that will be used for teaching courses provided by Wisconsin Emergency Management (WEM), complete the attached instructor application forms and return the forms to the Supervisor of Training and Exercise section.

The Supervisor of Training and Exercise will review applications submitted and make the final determination on whether or not the criteria have been met to instruct particular courses.

To be an instructor, the individual must provide proof of having taken instructional methods training, have three (3) years' experience in emergency management and/or a public safety field, and have taken the required courses. The detailed required instructor qualifications for a particular course are listed on the attached instructor course qualification form. The qualifications to instruct a course are based upon FEMA/EMI requirements. Once this determination is completed, a copy of the application will be returned to the applicant with a letter of status.

Upon receipt of this letter, the instructor is required to review and sign the "Wisconsin Emergency Management Instructor Code of Conduct" and return the signed copy to the Supervisor of Training and Exercise.

The approved instructor will be added to the WEM database for selection when a course comes available.

- A. All WEM qualified instructors shall teach at least one course offered by WEM each calendar year. The course taught may be a WEM funded or sponsored course. A course taught for another entity may be substituted with approval of the Supervisor of Training and Exercise. If the course taught is not a WEM funded or sponsored course, the instructor shall submit a brief letter including the date(s), location, and course name from the sponsor of that course along with copies of the course student evaluations. In unique circumstances, the Supervisor of Training and Exercise may waive this requirement. The instructor must put in writing the request to waive this requirement and the reasons for the waiver.
- B. New instructors, upon approval to instruct a course, are required to teach each new course for the first with a senior instructor in order to demonstrate effective classroom organization, teaching methods, and subject matter knowledge. The senior instructor will provide a written report to the Supervisor of Training and Exercise on the new instructor's performance.

Qualifications for a senior instructor are as follows;

- 1. At least five years teaching the specified courses
 - 2. Above average evaluations
 - 3. Documentation of continuing education
 - 4. Previous or current experience in emergency management and/or incident management
 - 5. Provide a letter of interest and selection by the Supervisor of Training and Exercise
- C. WEM reserves the right to set the appropriate number of instructors based upon the need and funding for courses in the state. Those individuals wishing to be instructors and meet the qualifications will be placed on a waiting list.
 - D. The WEM training staff will review the course evaluations. Should there be performance issues; the Supervisor of Training and Exercise will review this with the instructor.
 - E. All contracted instructors are required to attend the annual instructor's workshop which is held in the spring of each year in order to continue instructing for WEM.

- F. The Supervisor of Training and Exercise reserves the right to remove an instructor from the approved list of instructors for violations of the procedures, the code of conduct, or based on instructor's performance. The instructor will be notified in writing. If an instructor is removed, the instructor can appeal the decision of the Supervisor of Training and Exercise to the Bureau Director of Planning and Preparedness.

IV. Instructional Guidelines

- A. When a course becomes available without a previously selected instructor, an email to qualified Instructors will be distributed at the same time and interested instructors should respond within 48 hours. The Supervisor of Training and Exercise will review the names of those that respond and will choose the instructor(s) based on previous evaluations, related experiences, geographical location to the class, etc. An email will be sent to all applicants stating whether or not they have been selected for the course. The Supervisor of Training and Exercise reserves the right to select a particular qualified instructor(s) based upon specific needs of the course, a request by the agency hosting the course, or the particular group attending the course.
- B. Agencies that sponsor or request a particular approved course, may contact and select a WEM certified instructor for their course with the approval of the Supervisor of Training and Exercise.
- C. A list of qualified instructors will be posted on the WEM website. Contact information will not be placed on the website but will be distributed, upon request, to state, local, and tribal agencies looking for instructors.
- D. County and local agencies hosting training that is funded by a Wisconsin Emergency Management grant and listed on the training website are required to use WEM qualified instructors. The Supervisor of Training and Exercise must approve all courses hosted on the WEM training website.
- E. All instructors are required to complete the WEM invoice (5005.1.4) and submit it to WEM upon completion of the course. Completed invoices shall represent the actual expenses incurred by the instructor in the performance of official duties and no portion of instructor time or expenses may be also reimbursed by the State or any other source.
- F. This reimbursement will be based upon the approved state rate for hotel, mileage, and meals. The instructors are paid an hourly rate for the time actually instructing the course which is set as \$45.00 per hour. Mileage reimbursement is computed by the most direct route from the instructor's listed address to the training site and back. Up to an additional 10 miles a day will be permitted if travel is necessary from the training site to a hotel. Any mileage reimbursement

that exceeds these amounts must be approved in advance by the Supervisor of Training and Exercise.

- G. Should it be necessary for the instructors to provide the materials, they must submit that request to the Supervisor of Training and Exercise along with an estimate of the costs. Instructors should be extremely proficient in course materials and capable of using audio visual equipment.

- H. Instructors are to be familiar with the Training Request Policy 5005.2.

V. **Course Duties**

Arrival/Departure - Instructors should arrive at least 30 minutes prior to the course to become familiar with the classroom arrangement and meet with other instructors to adjust to last minute changes or updates.

Teaching- Try not to add too much additional information, otherwise consistency of the course will change. Personal examples are encouraged, but make sure you ***use examples from various disciplines*** (emergency management, law enforcement, school officials, public health, chaplains, etc.).

Class Hours/Breaks- Class time will not exceed eight (8) hours not including breaks and meal breaks. Instructors will coordinate releasing and bringing students back from breaks. Breaks should last between 10-15 minutes.

Evaluations- Students should evaluate the course when it is completed. All evaluations are to be completed by students prior to taking the test (if the course requires a test). All instructors should review the evaluations at the end of the course. Please note any major issues so you can correct them before your next session. Return the original course evaluations within ten (10) days of the end of the course to the training office at WEM. Evaluations will be reviewed by WEM staff and documented.

Invoices- Submit the required invoice form found on the training portion of the WEM website to the training office ten (10) days after the end of the course. You **MUST** fill out a W9 in order to be paid. If you need these forms, please email the WEM training office. Reimbursement amounts are specified by the State on an annual basis.

Dress Code – All instructors represent WEM and as such shall display a professional appearance. At a minimum, instructors shall wear business casual clothing when instructing. Items of clothing not acceptable include, blue jeans, shorts, t-shirts, baseball caps, flip-flop/sandals type footwear, etc.

VI. **Course Materials**

- A. For courses held in Madison by WEM, the student manuals for the course will be printed internally by the training office. The number of manuals will be

calculated by the number of course registrants. If the manuals are printed by WEM, it is the responsibility of the instructor to arrange for the manuals to be available prior to the course.

- B. For any course not held in Madison, it is the responsibility of the host agency to have the materials printed except for ICS 300 and 400 courses unless otherwise arranged. The instructor is required to verify with the host agency that the materials are ready prior to the course.
- C. A standardized course certificate will be provided by WEM approximately two weeks after the end of the course on the training portal.
- D. For WEM sponsored trainings, sign in sheet and evaluation forms will be provided to the instructor. It is the responsibility of the instructor to return the original sign in sheets and course evaluations (Training Request Policy attachments 5005.2.3 and 5005.2.4) to the training office within ten (10) days after the end of the course.
- E. Instructor manuals will be provided in hard copy and/or electronic form to all Wisconsin certified instructors. To request instructor manuals, please contact the training office. Instructor manuals are not to be copied or distributed to anyone without the authorization of the Supervisor of Training and Exercise. Failure to abide by this requirement may result in the instructors' removal.

VII. CONCLUSION

This policy and attachments has defined the qualifications, selection, conduct, duties, and reimbursements for instructors certified by Wisconsin Emergency Management. Since the policy may not be able to cover all related matters that may come up regarding the instruction of WEM funded training, the training and exercise supervisor/state training officer shall be contacted for any necessary clarification.

It is the goal of WEM to provide comprehensive training programs in a consistent manner throughout the state following all national, state, and funding requirements so as to have well trained first responder to meet the needs of the citizens of Wisconsin.

IV. ATTACHMENTS:

- 1) Instructor Application, 5005.1.1
- 2) Instructor Course Qualification List, 5005.1.2
- 3) Instructor Code of Conduct, 5005.1.3
- 4) WEM Invoice Form, 5005.1.4
- 5) State Reimbursement Chart, 5005.1.5